

## **SAMPLE ACCEPTANCE LETTER**

You can send this template to your program POC as needed. Do NOT accept letters that are incomplete - this WILL delay your approval process. Remember that they also need to give you their MOU and the TRAINING PLAN for the position you are training for.

**Date:**

To: Service Member Name

From: Name of Company

Program begins \_\_\_\_\_ and ends \_\_\_\_\_. (Service Member's name) will train (8:00am) to (5:00pm), (Monday through Friday) at (physical location address) for no more than 40 hours per week.

**PROVIDE THE TRAINING PLAN OR INCLUDE IT AS A SEPARATE DOCUMENT**

(Service Member's name) will be training for the position of (provide the job title of the position they are working toward). List the job activities or provide the job description as a separate document.

Clearly state that this is an UNPAID opportunity.

Clearly define ALL out-of-pocket costs that may occur before, during or after program completion.

If using GI Bill, clearly state HOW MANY months are utilized.

Define housing and travel obligations.

Clearly state the outcome at the conclusion of the program either: **an offer of employment or an interview for a position within the company.**

Provide the point of contact for the day-to-day activities of the Service Member.

Signature,

**Must be signed by someone who has the authority to allow an active-duty service member to participate in their program AND can offer employment and/or confirm associated costs.**